

VEHICLE PARKING DISTRICT ADVISORY BOARD

Meeting Minutes – August 18, 2022 at 8:15 AM

A. Call Meeting to Order

Connie Geary called the meeting to order at 8:19 a.m.

Geary informed the public about the location of the current copy of the Open Meetings Act posted in the meeting room and accessible to members of the public.

Scott Adams indicated that the VPD meeting agenda and minutes were not posted on the City's website. Staff pulled up website and directed board to the VPD page showing all minutes and agendas for the year are presently on the website and accounted for. Further, a meeting notice is published in the Norfolk Daily News as required by law.

Roll call found the following Board members present: Connie Geary, Stephanie Bates, Doug Stebbing, Pat Carney (alternate), Justin Webb

Members Absent: John Stappert, Steven McNally (alternate), Amy Renter (ex-officio)

Guests: Scott Adams, Andrew Colvin, Steven Rames, Melissa Figueroa, Anna Allen, Brianna Duerst, and Candice Alder

B. Approval of Agenda

A motion was made by Carney and seconded by Stebbing to approve the agenda. Roll call: Ayes: Connie Geary, Stephanie Bates, Doug Stebbing, Justin Webb. Nays: None.

C. Approval of Minutes

A motion was made by Stebbing, seconded by Bates to approve the minutes. Roll call: Ayes: Connie Geary, Stephanie Bates, Doug Stebbing, Justin Webb. Nays: None.

D. Financial Report

1. Reviewed Invoices

Geary approved of the format for the financial summary as presented indicating it was a clear way for the board to review and digest the expenses for the month. Discussion was held on the monthly increase implemented by Prime Sanitation. As reflected in the financial report, the monthly rate has increased from \$255.75 to \$348.75 per month. The VPD would like to request additional bids for trash removal services within the downtown district to ensure the City is receiving a fair and comparable rate. Staff will request bids from trash removal companies and communicate rates back to the VPD. A motion was made by Bates and seconded by Carney to approve the financial report. Roll call: Ayes: Connie Geary, Stephanie Bates, Doug Stebbing, Justin Webb. Nays: None.

E. Old Business

1. Downtown Sign

Discussion was held on the progress for exploring the retrofitting the downtown sign at 7th Street and Norfolk Avenue. Alder read an email from Amy Renter indicating she has been having trouble getting a quote and has requested help. Webb indicated he would be able to assist with the process. The agreement between the Downtown Norfolk Association (DNA) and Vehicle Parking District for the management of the sign was presented. Since Amy was unable to attend, the committee decided to table the discussion for the September meeting indicating it will also allow the committee to further digest the agreement that was presented.

F. New Business

1. Parking Lot Discussion

Stebbing and Webb assessed the various City-owned parking lots to evaluate condition and found them all in need of repair specifically crack, potholes, and damaged entrances. Stebbing also mentioned that striping was faded. Rames indicated he is looking at an Omaha based company that does contracted parking lot maintenance. He also shared that City will be out in the coming weeks to update striping with a focus on crosswalks in anticipation of school starting. Streets is currently working to plan the mill and overlay project and hopes to incorporate a couple of downtown lots into that project. As he looks towards that project, Rames is considering the incorporation of the following lots: Fifth Street and Madison Avenue, the lot around the renovated theater, and if a third lot could be incorporated into the project he is looking immediately south of the Mongolian Grill.

A board member asked at what time of the year fresh wood chips are incorporated into the downtown medians and Rames shared that he believes that is done in the spring. There was a request for parks to do additional week spraying in the downtown and Rames indicated that would overwhelm the parks division with the current workload that have. Board members asked if perhaps the above-mentioned company could also help with this.

Webb asked Connie if she could reach out to the company to get the ball rolling and Rames indicated he could forward the contact information to her, but indicated he would like to be present when the company visits Norfolk. Rames shared contact for Miktom Parking Lot Services with Geary to make begin discussions.

Connie shared that the VPD does have \$76,000 in building and plant maintenance and Rames thought the mill and overlay would consume at least half if not 2/3 of the budget.

The board began discussing side street sidewalks. Rames suggested there may be a point that the VPD will need to consider a larger sidewalk district with a focus on side streets. Geary indicated that the past paving project was focused on Norfolk Avenue and was shared 1/3 by the City of Norfolk, 1/3 by the VPD, and 1/3 by the property owners based on the frontage of their property. The Fourth Street sidewalks in particular were discussed and Adams asked if Ho-Chunk intended to build the drive up and if that would impact the Fourth Street parking. Rames indicated staff has asked Ho-Chunk to present concepts for the drive up that they are envisioning for the hotel.

Geary brought up damaged curbs and chipped paint on the streetlights throughout the district. Webb asked Rames if City staff could paint the streetlights and repair curb damage. Rames indicated staff could identify

curbs, but likely not assist with streetlight painting. Curb repairs within the district need to be incorporated into a maintenance plan, as there are projects within the City that will need to be prioritized above this. Webb would like to invite the streets manager, Will Elwell, to the September meeting to discuss the process of evaluating needed repairs and gain an understanding of what the streets department can and cannot do. Alder will extend an invitation for the September 15, 2022 meeting.

2. Median Responsibilities

Geary shared that there are issues in several of the medians and power is failing specifically during festivals and is most apparent in the winter when décor is out. When the Norfolk Avenue streetscape was done, the City paid for the improvements in the median as it is in the middle of the street. In the past, City staff handled any questions or operations with the water and power in the medians. Geary needs clarification on who is responsible for lighting, especially when bollards in medians and mid-block crossing have bulbs that go out. Rames asked if there were agreements that staff originally put in place to outline who was responsible for the ongoing maintenance of the medians. Geary did not think there is a document in place, but in the past the City did contact Model Electric for bulb replacement. Rames indicated that the City has an MOU with the State of Nebraska to outline what the City is responsible for and what the State will do. Rames indicated a similar document that clearly outlines roles and responsibilities for the City and the VPD would be very helpful. Webb indicated that if the VPD transitions into a BID this will become even more important. Rames indicated he had a file that he would look through to see what has historically been agreed upon.

G. Other Business - City Projects Update

1. Riverfront Project

Rames shared that as of October 1, the First Street Bridge would go down and alternate routes will begin to be seen throughout the district. Official detour will be Madison to Fourth Street.

2. PUMA visit for BID exploration

Alder reported that invitations had gone out for the PUMA visit. The VPD board has received (via email) the full list of contacts that staff has reached out to. VPD board was encouraged to review the list and share any additional contacts that they had. Geary suggested block-by-block interactions for the October meeting.

H. Adjourn

Stebbing made a motion to adjourn the meeting, seconded by Bates. Meeting was adjourned at 9:32 a.m.

Next meeting will be September 15, 2022 at 8:15 a.m. in the Training Room at the City Administration Building.